

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**INDUSTRIAL HYGIENIST MANAGER**

**JOB DESCRIPTION**

Employees in this job direct professional industrial hygienists completing or overseeing a variety of investigative, inspection, and consultative assignments to prevent occupational diseases and protect and improve the industrial health and work environment of the state labor force. The employee works within general methods and procedures, and exercises considerable independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of specific industrial hygiene programs and some knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Industrial Hygienist Manager-2**

Industrial Hygienist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Industrial Hygienist Manager-3**

Industrial Hygienist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Industrial Hygienist Manager-4**

Industrial Hygienist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews reports covering findings, propose corrective measures, and compliance with health rules and standards.

Interprets rules and regulations to officials of industry and others.

Develops regulations and rules governing the use of contaminants and well-being of the users; regulate the disposal, procurement, storage, transportation, sale, service, and manufacture of contaminants (administrative level).

Directs the inspection and evaluation of work operations, production methods, and engineering controls to determine potential contaminant emission sources or related health hazards associated with work place conditions.

Directs special assignments concerned with occupational health and industrial health hazards, including health emergencies and special investigations (administrative level).

Determines industrial hygiene program needs and opportunities in a district and coordinates with programs in other districts, divisions, etc.

Maintains liaison with local units of government, occupational safety and/or health organizations, management, employee representatives, and other agencies regarding industrial hygiene problems and solutions.

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Directs and participates in studies of industrial health, noise, and/or pollution control problems in various locations.

Analyzes and interprets laboratory and field data from investigations relative to working conditions and potential health hazards.

Cites violators, and appears in court as a witness, as required.

Participates in educational programs to bring about the acceptance of corrective measures.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and practices of industrial hygiene.

Thorough knowledge of the scientific principles relative to environmental control.

Thorough knowledge of the equipment, testing, and investigative methods and laboratory procedures related to the specific field of industrial health.

Thorough knowledge of state and federal laws related to the work.

Thorough knowledge of training and supervisory techniques and employee policies and procedures.

Thorough knowledge of labor relations, affirmative action, and equal employment opportunity policies and practices.

Ability to instruct, direct, and evaluate employees.

Ability to do technical industrial health studies and prepare technical reports and articles.

Ability to communicate effectively with others.

Ability to promote and maintain favorable public relations.

#### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

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Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require an employee to be exposed to extreme weather conditions and environmental conditions of work site.

### **Physical Requirements**

The job duties may require an employee to traverse rough terrain.

### **Education**

Possession of a bachelor's degree in the physical or biological sciences or engineering (course work must include a minimum of 30 credit hours in any combination of biology, chemistry, engineering environmental health, health physics, industrial hygiene, physics, physiology or toxicology).

### **Experience**

#### **Industrial Hygienist Manager 13**

Two years of experience equivalent in responsibility to an Industrial Hygienist P11, OR, one year of experience equivalent in responsibility to an Industrial Hygienist 12.

#### **Industrial Hygienist Manager 14**

Three years of experience equivalent in responsibility to an Industrial Hygienist P11.

OR

Two years of experience equivalent in responsibility to an Industrial Hygienist 12.

OR

One year of experience equivalent in responsibility to an Industrial Hygienist Manager 13 or Industrial Hygienist Specialist 13.

#### **Industrial Hygienist Manager 15**

Three years of experience equivalent in responsibility to an Industrial Hygienist 12.

OR

Two years of experience as an Industrial Hygienist Manager 13, or Industrial Hygienist Specialist 13.

OR

One year of experience equivalent to an Industrial Hygienist Manager 14, or Industrial Hygienist Specialist 14.

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**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
INDHYGMGR	Industrial Hygienist Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Industrial Hygienist Manager-2	INDSMGR2	NERE-116
Industrial Hygienist Manager-3	INDSMGR3	NERE-117
Industrial Hygienist Manager-4	INDSMGR4	NERE-118

ECP Group Three  
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